

State of Illinois
Department of Central Management Services
Bureau of Personnel
Springfield, Illinois 62706

Supplementary Examination Announcement

PARALEGAL ASSISTANT - 30860

Monthly Salary Range: \$2774 - \$3960

Regular Test - No Option

Option MC – Manual Communication

Option SS - Spanish Speaking

All selected options may be listed on one application.

General Duties: A Paralegal Assistant works under direct supervision of a licensed attorney, writes legal memoranda, legal opinions or other documents for review and approval by licensed legal staff; analyzes transcripts of hearings; excerpts pertinent information, assumes no independent responsibility for legal validity of work performed; may perform special projects and/or prepare statistical reports.

The requirements for a minimal passing grade are as follows:

Training and Experience: Completion of four years of college with related coursework in such areas as pre-legal, medical or premedical, English, and statistics; or equivalent training and experience.

Tests and Weights: Training and experience 100%.

Length of Eligibility Period: One year.

Option MC - Manual Communication Skills: At the time of the job interview, the eligible will be required to exhibit the ability to communicate effectively with the deaf by utilizing American Sign Language concepts and manual communication skills. Failure to exhibit these abilities will result in disqualification for this option.

Option SS-Spanish Speaking: At the time of the job interview, the eligible will be required to exhibit the ability to understand and speak Spanish and English fluently. Failure to exhibit this ability will result in disqualification for this option.

Counties in which Positions are established: Alexander, Brown, Carroll, Clinton, Coles, Cook (SS), Jefferson, Johnson, Kane, Kankakee, Lake, Lawrence, Lee, Livingston, Peoria, Perry, Randolph, St. Clair, Sangamon, Will, Williamson, Winnebago.

(SS) Indicates Spanish Speaking Option is also established in that county.

Counties listed include all counties in which positions have been established, and does not represent immediate openings. This listing is based on information currently available and is subject to change.

YOU NEED NOT APPEAR AT A TEST CENTER FOR THIS EXAMINATION.

Send a completed application (CMS-100) to the Department of Central Management Services, Bureau of Personnel, Room 500, Stratton Office Building, Springfield, Illinois 62706. Your training and experience will be evaluated from your application.

AN EQUAL OPPORTUNITY EMPLOYER

3-1-99 (RC-062-14) Salary 1-1-06, Counties Updated 10-26-05, Grade Statement Added 5-07-02